

3 FAM 3460 OTHER PAID LEAVE

(TL:PER-406; 06-14-2001)

3 FAM 3461 AUTHORITY

(TL:PER-406; 06-14-2001)

(Uniform State/USAID/BBG/Commerce/Foreign Service Corps/USDA)

(Applies to Foreign Service & Civil Service Employees)

The following authorities are cited:

(1) 5 C.F.R. 630.801 - 630.804; and

(2) 5 U.S.C. 6321, 6325, 6326 and 6327.

3 FAM 3462 ELIGIBILITY

(TL:PER-406; 06-14-2001)

(Uniform State/USAID/BBG/Commerce/Foreign Service Corps/USDA)

(Applies to Foreign Service & Civil Service Employees)

Refer to 3 FAM 3312 for eligibility requirements.

3 FAM 3463 TRANSIT TIME

3 FAM 3463.1 General

(TL:PER-406; 06-14-2001)

(Uniform State/USAID/BBG/Commerce/Foreign Service Corps/USDA)

(Applies to Foreign Service & Civil Service Employees)

Transit time may be granted between the points of departure and destination named in the travel authorization. The appropriate headquarters office will grant transit time for Foreign Service employees traveling under official orders who terminate their travel in the United States. The post of destination is authorized to grant transit time for travel performed under official orders by Foreign Service employees completing travel at their post.

3 FAM 3463.2 Restrictions on Transit Time in Connection with Leave

(TL:PER-406; 06-14-2001)

(Uniform State/USAID/BBG/Commerce/Foreign Service Corps/USDA)

(Applies to Foreign Service & Civil Service Employees)

Employees will be granted transit time in connection with leave in the United States or, if their respective places of residence are outside the area of employment, in the Commonwealth of Puerto Rico or the possessions of the United States, only after they have completed at least 18 months of continuous service abroad.

3 FAM 3463.3 Time Limitation

3 FAM 3463.3-1 Circumstances Beyond Control of Traveler

(TL:PER-406; 06-14-2001)

(Uniform State/USAID/BBG/Commerce/Foreign Service Corps/USDA)

(Applies to Foreign Service & Civil Service Employees)

When a greater amount of time than that normally required to complete travel is spent either in travel or in awaiting transportation because of circumstances over which the traveler has no control and could not reasonably avoid, the actual amount of time spent shall be considered transit time.

3 FAM 3463.3-2 Use of Privately-Owned Conveyance

(TL:PER-406; 06-14-2001)

(Uniform State/USAID/BBG/Commerce/Foreign Service Corps/USDA)

(Applies to Foreign Service & Civil Service Employees)

If travel is performed by privately-owned conveyance, a reasonable amount of time, in view of the distance and route traveled and the circumstances of the journey, will be considered transit time whenever such mode of travel is more advantageous to the U.S. Government. (See 6 FAM 146.2.)

3 FAM 3463.3-3 Delays in Awaiting Transportation Due to Personal Reasons

(TL:PER-406; 06-14-2001)

(Uniform State/USAID/BBG/Commerce/Foreign Service Corps/USDA)

(Applies to Foreign Service & Civil Service Employees)

Any period spent in awaiting transportation which results from an employee's relinquishing duties prematurely for own convenience and proceeding to the point of departure is not considered transit time. In such cases, allowable transit time will be computed from the date the employee would have necessarily begun official travel. Any delay due to missed connection which results from an employee's delaying departure from post or interrupting travel for personal convenience shall not be considered transit time.

3 FAM 3463.3-4 Non-Workdays Within Period of Travel

(TL:PER-406; 06-14-2001)

(Uniform State/USAID/BBG/Commerce/Foreign Service Corps/USDA)

(Applies to Foreign Service & Civil Service Employees)

When the first day of transit time has been established, each consecutive day thereafter actually and necessarily spent in travel, including authorized rest stops and time necessarily spent in awaiting transportation en route, will be considered transit time, whether or not holidays or other non workdays fall within such period of travel.

3 FAM 3463.4 Charging Excess Transit Time

(TL:PER-406; 06-14-2001)

(Uniform State/USAID/BBG/Commerce/Foreign Service Corps/USDA)

(Applies to Foreign Service & Civil Service Employees)

Time used by the employee in travel and in awaiting transportation which is in excess of allowable transit time will be charged against annual leave, if available, earned compensatory time, or to leave without pay on the basis of eight hours for each workday subsequent to the date the employee could have arrived at the destination had the employee proceeded by a usually traveled route and by the mode of transportation prescribed in pertinent travel regulations. Computation of allowable transit time for leave purposes shall be independent of computation of per diem for the purposes of determining allowable travel expenses.

3 FAM 3463.5 Transit Time in Connection With Separation

(TL:PER-406; 06-14-2001)

(Uniform State/USAID/BBG/Commerce/Foreign Service Corps/USDA)

(Applies to Foreign Service & Civil Service Employees)

Transit time is allowable when travel commences on the first workday following relinquishment of duty or, when leave is granted, not later than the expiration date of approved leave.

3 FAM 3464 EXCUSED ABSENCE

3 FAM 3464.1 General

(TL:PER-406; 06-14-2001)

(Uniform State/USAID/BBG/Commerce/Foreign Service Corps/USDA)

(Applies to Foreign Service & Civil Service Employees)

Excused absence is an absence from duty administratively authorized or approved by the leave approving officer and does not result in a charge in leave of any kind or in loss of basic salary. Excused absence may generally be granted for the following purposes:

- (1) Absences of one hour or less due to emergencies or tardiness;
- (2) To undergo physical examination:
 - (a) When required pursuant to regulations; or

(b) When required by induction or enlistment in the Armed Forces of the United States, provided the request for absence is supported by official notification from appropriate military authority. However, if hospitalization for additional tests is required, that time may not be excused.

(3) For time spent in health rooms if such cumulative time is one hour or less in one day. Time in excess of one hour should be charged as sick leave;

(4) For examination or outpatient treatment by a U.S. Government physician or by a facility officially authorized to handle cases of employees injured in the performance of duty. However, this does not apply to additional absence on account of the injury where treatment is not involved.

(5) To visit blood donor centers for the purpose of donating blood without a charge to leave. The employee may be excused for four hours (only on the day blood is donated) in addition to the time required to travel to and from the blood donor center and to actually give blood. If the employee is not accepted for blood donation, only the time necessary for the round trip is to be excused;

(6) To participate in Foreign Service or Civil Service examinations when it is deemed to be primarily in the interest of the U.S. Government;

(7) To permit employees who are veterans of any war, campaign or expedition for which a campaign badge has been authorized, or are members of honor of ceremonial groups or organizations, to participate as active pallbearers, members of firing squads, or guards of honor in funeral ceremonies for members of the U.S. Armed Forces whose remains are returned from abroad for final interment in the *United States*. Such periods of excused absence are limited to four hours;

(8) When a post is closed to the public on local holidays by administrative order, or when Federal work may not be properly performed. However, U.S. citizen employees may be required to work on such days, and are not entitled to holiday pay or overtime pay for such work;

(9) To attend incentive award ceremonies or to pay respect to retiring employees at a ceremony or reception; and

(10) When the officer in charge of an establishment, domestic or abroad, authorizes group dismissals of employees for a reasonable period due to extreme climatic conditions, civil disturbance, transportation failure, breakdown of heating or cooling systems, natural disaster such as a hurricane or earthquake, etc.

3 FAM 3464.2 Voting and Registering

(TL:PER-406; 06-14-2001)

(Uniform State/USAID/BBG/Commerce/Foreign Service Corps/USDA)

(Applies to Foreign Service & Civil Service Employees)

a. Insofar as is practicable, without interfering with operations, employees may travel, at their own expense, to their legal voting residence in the *United States* to vote or register in any election or referendum on a civic matter in their community.

b. Such time may be excused if:

(1) The polls are not open at least three hours either before or after an employee's regular work hours. In such cases, excused absence is limited to the time necessary to permit the employee to either report to work three hours after the polls open or leave work three hours before polls close;

(2) Exceptional circumstances require the employee to be absent for up to one full work day in order to vote. *For example, the jurisdiction requires registration in person, registration is not available on a non-workday and the place of registration is within a reasonable one-day round-trip.*

3 FAM 3464.3 Transition Leave

3 FAM 3464.3-1 General Guidance

(TL:PER-406; 06-14-2001)

(Uniform State/USAID/BBG/Commerce/Foreign Service Corps-USDA)

(Applies to Civil Service Employees Only)

a. *Ten (10) working days of **transition leave** will be granted to Civil Service employees on Limited Non-Career Appointments (LNA) who serve at least 18 consecutive months abroad and immediately return to work for the Department of State in the United States for at least six months.*

b. *Transition leave is authorized for a specific purpose i.e., to provide Civil Service employees a period of excused absence to resettle back into their homes in the United States before returning to an assignment in the United States.*

c. *Transition leave is voluntary.*

d. *Transition leave will be approved for use in the United States only after termination of an assignment abroad and before reporting to a new assignment in the United States. An employee may request to use transition leave after he or she reports to a new assignment only for compelling personal reasons of a compassionate nature, or for the needs of the Service. A request to defer the usage of transition leave must be made, in writing, to the Executive Director of the gaining office for his or her approval, before the employee departs the post abroad. However, **under no circumstances will transition leave be approved for use more than 30 calendar days after an employee has reported to work in the United States.***

e. *Transition leave will be noted on Travel Authorizations issued by HR/CDA.*

3 FAM 3464.3-2 Repayment of Leave

(TL:PER-406; 06-14-2001)

(Uniform State/USAID/BBG/Commerce/Foreign Service Corps-USDA)

(Applies to Civil Service Employees Only)

a. *An employee who fails to complete at least six months service in an assignment with the Department of State in the United States, after using transition leave, will be indebted to the Federal Government for the excused absence. The period of used transition leave may be changed to annual leave, or repaid to the Federal Government at the time of separation. Amounts owed by an employee under this section will be recovered from the employee.*

b. *Waiver of this repayment requirement may be requested for compelling personal reasons of a compassionate nature and approved by the Deputy Assistant Secretary for Civil Service Personnel (M/HR/DG/CSP).*

c. *Transition leave may not be the basis of any lump-sum payment upon separation.*

3 FAM 3464.4 Funeral Leave

(TL:PER-406; 06-14-2001)

(Uniform State/USAID/BBG/Commerce/Foreign Service Corps/USDA)

(Applies to Foreign Service & Civil Service Employees)

An employee shall be granted funeral leave (without loss or reduction in pay, leave to which otherwise entitled, or credit for time or service, and without adversely affecting performance rating), as is needed and requested, but not to exceed three workdays, to make arrangements for, or to attend the funeral or memorial service for an immediate relative who dies as a result of a wound, disease, or an injury incurred while serving as a member of the U.S. Armed Forces in an area designated by Executive Order as a combat zone. The three days need not be consecutive.

3 FAM 3464.5 Absence Resulting From Hostile Action Abroad

(TL:PER-406; 06-14-2001)

(Uniform State/USAID/BBG/Commerce/Foreign Service Corps/USDA)

(Applies to Foreign Service & Civil Service Employees)

a. *No leave shall be charged to the account of any officer or employee for absence, not to exceed one continuous year, due to any injury incurred while serving abroad and resulting from war, insurgency, mob*

violence, or similar hostile action, provided that the injury shall not have been due to vicious habits, intemperance, or willful misconduct on the part of the officer or employee. (See 3 FAM 3410, specifically 3 FAM 3414 for possible restoration of forfeited annual leave for employees in a missing status.)

b. Approvals of requests for such absences without charge to leave will be made by:

(1) State—Director General of the Foreign Service, or the Deputy Assistant Secretary for Human Resources

(2) USAID—Director, Office of Human Resources Development and Management

(3) USDA—FAS - Personnel Division APHIS - Human Resources Division or Resources Management Support, International Services or their designees.

3 FAM 3464.6 Bone-Marrow or Organ Donor

(TL:PER-406; 06-14-2001)

(Uniform State/USAID/BBG/Commerce/Foreign Service Corps/USDA)

(Applies to Foreign Service & Civil Service Employees)

An employee is entitled to excused absence not to exceed seven days in any calendar year for the time necessary to serve as a bone marrow donor, and not to exceed 30 days in any calendar year for the time necessary to serve as an organ donor. (See 5 U.S.C 6237.)

3 FAM 3465 LEAVE FOR RELIGIOUS HOLIDAYS

(TL:PER-406; 06-14-2001)

(Uniform State/USAID/BBG/Commerce/Foreign Service Corps/USDA)

(Applies to Foreign Service & Civil Service Employees)

a. Leave approving officials are encouraged to be liberal in granting annual leave to permit employees to participate in religious observances when conditions of work permit. Such absences will be charged to annual leave or to compensatory time or, if the employee has neither, to leave without pay.

b. To the extent that it does not interfere with the efficient accomplishment of work, an employee may, with the approval of the supervisor, elect to work compensatory overtime for the purpose of taking time off without charge to leave when personal religious beliefs require that an employee abstain from work during certain periods of the workday or workweek. The employee may work such compensatory overtime either before or after the granting of compensatory time off.

c. The premium pay provisions for overtime work do not apply to compensatory work performed by an employee for this purpose.

d. See 3 FAM 3130, specifically 3133.6 for information regulations concerning special compensatory time off for religious observances.

3 FAM 3466 PROCEDURES

(TL:PER-406; 06-14-2001)

(Uniform State/USAID/BBG Commerce/Foreign Service Corps/USDA)

(Applies to Foreign Service & Civil Service Employees)

Refer to 3 FAH-1 H-3460 for guidance and procedures.

3 FAM 3467 THROUGH 3469 UNASSIGNED